

Statement of Work for Landscaping/Outdoor Services at the Billings ATCT and Base Building:

GENERAL

- a. The scope of work under the proposed contract shall be that the contractor furnishes all personnel, equipment, material, supplies and supervision to provide complete landscaping, pest control, and snow removal services at the Airport Traffic Control Tower (ATCT) and Base Building at the Billings Logan International Airport in Billings, MT.

The Billings ATCT and Base Building are located at:

Federal Aviation Administration
Billings Logan Airport Traffic Control Tower
1907 Terminal Circle
Billings, MT 59105

SERVICE REQUIREMENTS

Holidays observed by Government employees during the term of this contract are as follows: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the holiday falls on a Saturday, it is observed on Friday. If the holiday falls on Sunday, it is observed on Monday.

CONTRACTOR PERSONNEL

Project Manager:

- a. The Contractor shall provide a Project Manager/Supervisor who shall be responsible for the performance of the work. The name of this person and an alternate(s), who shall act for the contractor when the manager is absent, shall be designated in writing to the Contracting Officer (CO) prior to contract start date. The manager and assistant manager shall be knowledgeable and in complete control of the contract office files and records.
- 1) The project manager shall have full authority to act for the contractor on all matters relating to daily functions of the contract.
 - 2) The project manager or alternate shall have be available during normal duty hours to meet with COTR to discuss immediate problems. The project manager or alternate shall respond within 2 hours after notification. The Contractor shall provide a telephone number of the project manager.
 - 3) The project manager shall be able to read, write, speak and understand the English language.

Contractor Employees:

Within 24 hours after contract award, the Contractor shall submit to the COTR, a list of names of his/her employees who will be working at this facility and required completed security clearance

forms. List shall include a supervisor's name appointed by the Contractor. Thereafter, the Contractor shall notify the COTR of any additions and terminations with 24 hours of such action.

STANDARDS OF CONDUCT

- a. The Contractor and his employees will be subject to all rules and regulations relative to entering and leaving the site. The selection, assignment, reassignment, transfer, supervision, management, and control of contractor employees in performance of this work statement shall be the responsibility and prerogative of the contractor; however, the contractor shall comply with the general intent and specific policies set forth in the performance work statement and in regulations of the FAA concerning conduct of employees as referenced herein. When the government directs, the Contractor shall restrict the employment under the contract or remove from performance on the contract any person who is identified as a potential threat to the health, safety, security or operation of the described facilities.
- b. All employees will be physically able to do their assigned work and shall be free of communicable diseases.
- c. Contractor's employees will not disturb papers on desks, open desk drawers or cabinets. Neglect of duties shall not be condoned, sleeping on duty, unreasonable delay or failure to carry out assigned tasks, conducting personal affairs during duty hours, or using telephone for other than official business.
- d. Contractor's employees will report fires, hazardous conditions and items in need of repair, flickering or non-operating lights, leaky faucets, toilet stoppage, etc.
- e. Contractor will assure that specified rooms are locked after cleaning and keys returned to designated recipient.
- f. Contractor will assure that all articles found by employees are given to the COTR.
- g. Disorderly conduct, use of abusive or offensive language, quarrelling, intimidation by words, actions or fighting, participation in activities, which interfere with efficient Government operations, shall not be condoned.
- h. While on duty, employees shall not possess, sell, consume or be under the influence of intoxicants, drugs or substances, which produce similar effects.
- i. The Contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest.

MATERIALS

- a. Contractor will furnish all supplies, materials and equipment necessary for contract work, including, but not limited to:

Mulch	Plant fertilizer	Lava rocks
Snow melt	De-icer	

- b. All materials or methods not specified and which the contractor proposes to use shall be approved by the COTR. It is not intended to preclude the use of new, accepted and approved products or methods.

EQUIPMENT

- a. Within 48 hours after contract award, the Contractor shall submit to the COTR for approval, a complete list of the equipment to be utilized.
- b. Equipment used shall be safe and in good condition. Electrical appliances shall be the most suitable for the purpose intended.

WORK SCHEDULE

Within four days after receipt of contract award, the Contractor will submit to the COTR for approval, a complete schedule of his intended work, identifying both day and month work is scheduled to be accomplished.

SAFETY PRECAUTIONS

The Contractor will instruct his/her employees of appropriate safety measures and will not permit them to place electrical equipment or themselves in a manner as to create safety hazards.

COMBUSTIBLE MATERIALS

Any materials which contain a residue of animal, vegetable or mineral oils are subject to spontaneous combustion, will be disposed of outside the building in approved, tightly covered metal containers furnished by contractor.

INSPECTIONS

Mandatory monthly inspections of all areas will be made jointly by the COTR and the Contractor. Inspections shall be documented on an FAA Form 4665-3, Contractor Performance Inspection (available at the site).

REDUCTION IN PAYMENT

- a. Upon receipt of written notification by the CO regarding nonconformance of contractual services, the contractor will be given 24 hours to provide the required corrective action. At the end of this period, the Government may have such work done by others, with cost(s) chargeable to the Contractor and deducted from hi/her monthly payment.
- b. Repeated failures to perform work as required by the specifications and contract documents may result in termination of the contract.

REQUIREMENT STANDARDS FOR SATISFACTORY PERFORMANCE

LANDSCAPING MAINTANCE and OUTDOOR AREAS:

1. Plants/shrubs – Maintain all plants/shrubs according to the Operation and Maintenance manuals (O&Ms) to be available by contacting the AF (building engineer). Trim all dead growth from feature grass and other flowering plants at the end of the growing season, fall, after all plants die back for the season and prior to them blowing apart.
2. Planting Beds – Keep planting beds free from weeds as needed. Maintain mulch within confines of the beds by raking throughout the entire year. Supplement lost/composted mulch by applying new, finely shredded Douglas Fir Bark mulch each spring, plan on applying 1-2" of mulch annually. Remove mulch that has washed outside the beds into the rocks. Fertilize beds and all plants according to the O&M manuals each spring and fall. Use a granular, slow release fertilizer, being careful not to over-or-under fertilize the plants.
3. Irrigation System – Turn the irrigation system for planting beds on immediately after Memorial Day and turn off immediately after Columbus Day. Irrigation controller is located inside the Mechanical Room of the building. Instructions are posted at the controller. Remove drain/filter cup, located inside of the green box on the south side of the building, after Labor Day; after turning the irrigation system off for the season to drain and protect the system from freezing. Replace/reinstall after Memorial Day prior to turning the irrigation system back on.
4. Rock Beds – Keep trash, mulch, plant litter out of the rocks, hand pick debris out or use a blower/vac. Do not push debris from sidewalks or asphalt into the rock beds. Replace lava rocks as needed.
5. Sidewalks/Asphalt – Use push broom or blower/vac to maintain clean all surfaces. Do not push debris from sidewalks or asphalt into the rock beds.
6. Pest Control – Provide rodent and insect control services for all areas of the ATCT and Base Building. Inspections for rodents and insects shall be conducted "as needed" for control but shall occur at least on a quarterly basis. Control measures for elimination of rodents and/or insects found to be present shall be billable on a separate line item basis.
7. Snow Removal – Provide snow clearing services for the exterior areas of the ATCT site, including all sidewalks, parking areas and the approach to the site entrance. The approach shall include the rear exterior to the east entrance gate where approaching traffic is required to stop and "key-in" to open the automatic entrance gate. Snow clearing shall be provided any time that snowfall exceeds a one-inch accumulation within any 24 hour period as measured by the National Weather Service at the Billings Logan International Airport.

ATTACHMENT #1
Billings Logan International Airport ATCT and Base Building
LNADSCAPE/OUTDOOR FREQUENCY SCHEDULE

		Required Days:
	REQUIREMENT:	FREQUENCY:
	LANDSCAPING AND OUTDOOR AREAS	
1	Plants/shrubs	1 day in late Fall
2	Planting Beds (see description above)	1 day every other week
3	Irrigation System	1 st day after memorial Day, 1 st day after Columbus Day
4	Rock Beds	1 day every other week
5	Sidewalks/Asphalt Areas	1 day every other week
6	Pest control for all areas of the ATCT and Base Building	As needed, but at least on a quarterly basis
7	Snow removal for the exterior of the ATCT and surrounding areas.	As needed/on call basis when snowfall exceeds a one-inch accumulation w/in any 24 hour period